

## Maintaining Quality Control in Data Requests and Responses Workshop Participant Agenda

**Date:** Friday, August 14, 2015  
**Time:** 9:00 a.m. – 12:00 p.m. CT  
**Location:** Arkansas Department of Human Services  
 Division of Child Care and Early Childhood Education  
 700 Main Street, S140  
 Donaghey Plaza South, Conference Room A  
 Little Rock, AR 72203

### Participants will:

- Be introduced to common first steps in data use, such as determining the questions to be answered with data and building data literacy;
- Engage in a protocol to analyze data;
- Begin to understand how to report results of data analysis; and,
- Become familiar with strategies for evaluating data quality, recognizing data anomalies, and possible errors.

### Work Session Overview:

The purpose of this workshop is to help alliance members interpret education data requests systematically and accurately.

### REL Southwest Facilitators/Presenters:

- Sandy Eyster, Ph.D.
- Janice Keizer, MA Ed.

Agenda	
I. Welcome   Overview	<ul style="list-style-type: none"> <li>A. Regional Educational Laboratories: What are they?</li> <li>B. Introductions</li> <li>C. Workshop Goals</li> </ul>
II. Data-Driven Action: Key Elements of a Data Request	<ul style="list-style-type: none"> <li>A. Research Question</li> <li>B. Key Parameters</li> <li>C. Data Categories</li> </ul>
III. Data Analysis Process: Quality Assurance	<ul style="list-style-type: none"> <li>A. Documentation</li> <li>B. Evaluating Data Quality</li> <li>C. Verification</li> </ul>
IV. Quality Review in Reporting Data	<ul style="list-style-type: none"> <li>A. Authenticity of the Results</li> <li>B. Passing the ‘Laugh Test’</li> <li>C. Transparency in the Analytic Process</li> <li>D. Consistency with Similar Published State and National Reports</li> </ul>
IV. Next Steps   Closing Remarks	